



TOWNSHIP OF LONG HILL

HOW TO APPLY FOR PARKING PERMIT ONLINE

1. Visit www.longhillnj.org. Click on "Click to Purchase Parking Permit" on homepage of the website.

Township of Long Hill
915 Valley Road • Gillette, NJ, 07933
908-647-8000 • Fax 908-647-4150

Home Departments Government Documents / Forms Community Calendar Contact

News LHTV Bulletin Board Affordable Housing Land Diversion Master Plan Outreach OPRA / OPMA

COVID-19 INFORMATION
COVID-19 Task Force Information

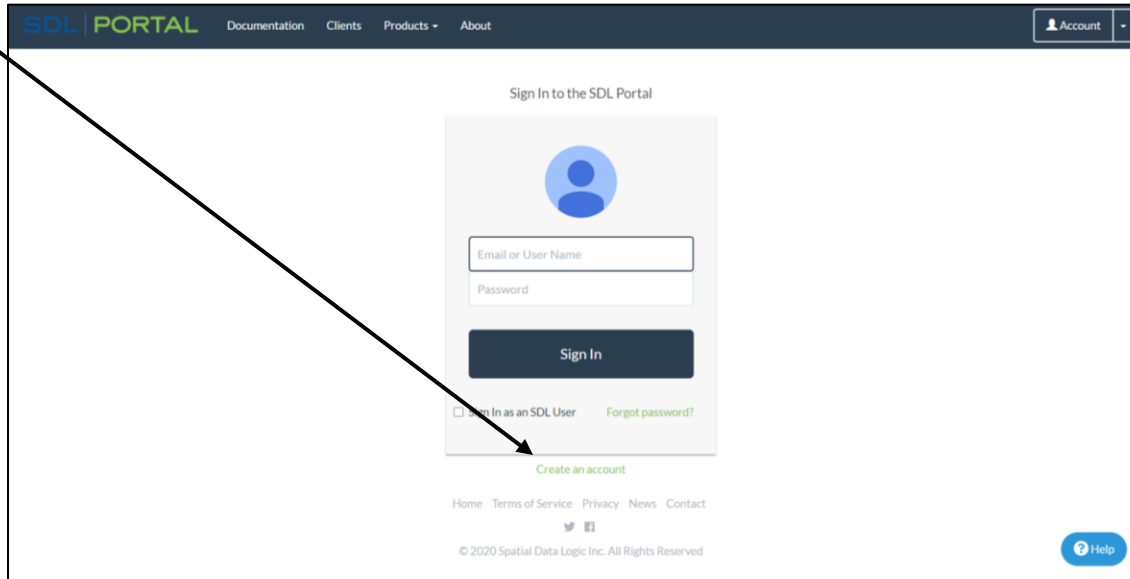
CURRENT NEWS
Flu Shots - December 9, 2020 at Bernards Township Community Center (posted 11/25/20)
Zone 4 and Zone 5 Garbage Pickup (posted 11/25/20)
Rabies Clinic on January 9, 2021 Cancelled (posted 11/24/20)
Drive-Thru Covid-19 Testing on December 3, 2020 (posted 11/19/20)
Governor Murphy's Covid PSA (posted 11/18/20)
The Township Committee will conduct a special virtual meeting on Monday, November 23, 2020 (posted 11/16/20)
Bernards Township Health Department: COVID- 19 Update November 10, 2020 (posted 11/10/20)

Employment Application
Welcome to the Official Website of the Township of Long Hill
PLEASE BE ADVISED that Town Hall remains closed to the public until further notice. Township employees can be contacted via phone (908-647- 8000) or email. Please [click here](#) for additional information.
Town Hall Municipal Building Office Hours
Monday, Tuesday, Thursday: 8:30am - 4:30pm
Wednesday: 8:30am - 6:30pm
Friday: 8:30am - 2:30pm
Town Hall Municipal Court Hours
Monday through Thursday 8:30am to 3:30pm
Friday 8:30am to 2:30pm
Department of Public Works Hours
Monday - Thursday: 6:00am - 2:30pm
Friday: 6:00am - 11:30am

Employment Application

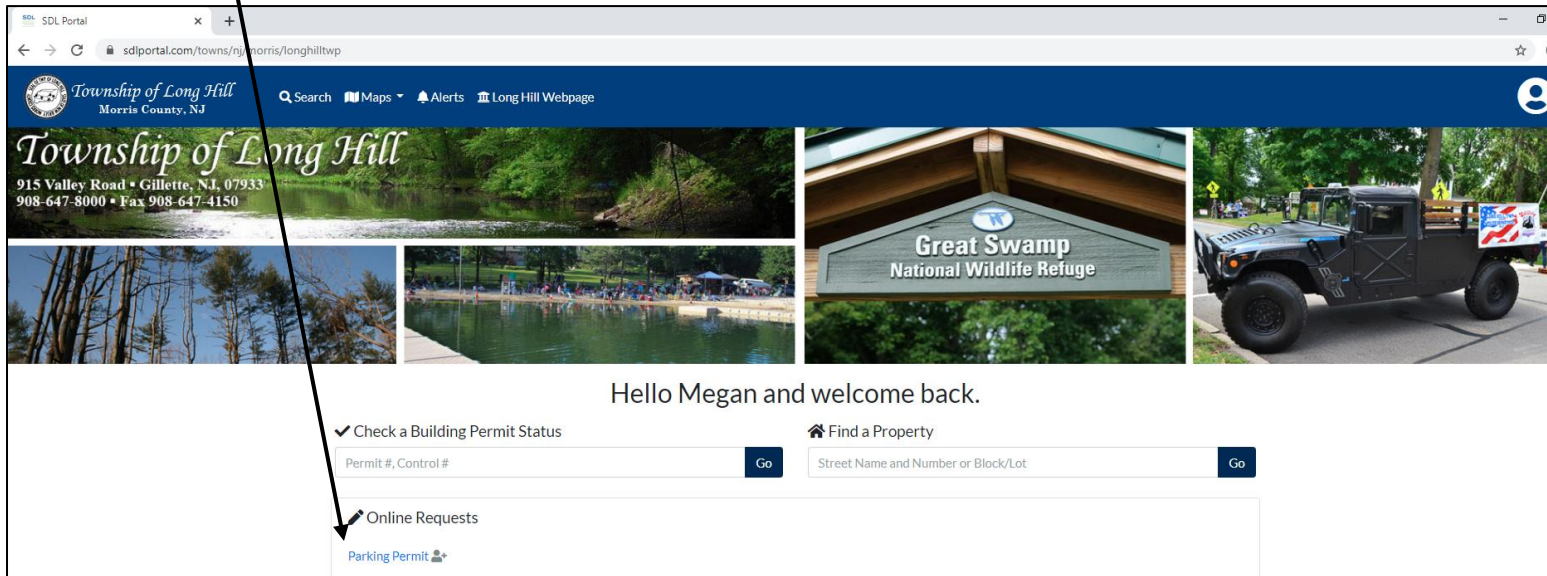
Alert LongHill
Facebook
Half Staff Flag Orders
Click to Purchase Parking Permit
Never miss another waste collection day!
Download the FREE

2. Next Create an Account.



The image shows the SDL Portal sign-in and account creation page. At the top, there is a navigation bar with the SDL | PORTAL logo and links for Documentation, Clients, Products, and About. On the right, there is an Account dropdown menu. The main content area is titled "Sign In to the SDL Portal" and features a central sign-in form with fields for "Email or User Name" and "Password", and a "Sign In" button. Below the form, there are links for "Sign In as an SDL User" and "Forgot password?". At the bottom of the form, there is a link to "Create an account". The footer contains links for Home, Terms of Service, Privacy, News, and Contact, along with social media icons and a copyright notice for 2020 Spatial Data Logic Inc. A "Help" button is located in the bottom right corner. An arrow points from the "2. Next Create an Account." instruction to the "Create an account" link.

3. Once your account is set up you can apply for a parking permit. Below you will see a picture of the homepage with ONLINE REQUEST – PARKING PERMIT. Click PARKING PERMIT.



The image shows the homepage of the Township of Long Hill. The header includes the Township of Long Hill logo and contact information: 915 Valley Road • Gillette, NJ, 07933, 908-647-8000 • Fax 908-647-4150. The main content area features a large banner image of a pond and trees, and a smaller image of a building with the text "Great Swamp National Wildlife Refuge". Below the banner, there is a section titled "Hello Megan and welcome back." which contains two search bars: "Check a Building Permit Status" and "Find a Property". The "Check a Building Permit Status" search bar has a "Go" button. The "Find a Property" search bar has a "Go" button. Below the search bars, there is a section titled "Online Requests" which contains a link to "Parking Permit". An arrow points from the "3. Once your account is set up you can apply for a parking permit. Below you will see a picture of the homepage with ONLINE REQUEST – PARKING PERMIT. Click PARKING PERMIT." instruction to the "Parking Permit" link.

4. Below is the Parking Permit application. Please fill out completely.

The screenshot shows the 'Long Hill Township | Parking Permit' application form. At the top, there is a progress bar with four steps: 'Details' (marked with a green checkmark), 'Vehicle' (marked with a blue circle), 'Applicant', and 'Submit'. Below the progress bar, the form is divided into two main sections. The first section, 'Include your parking permit application details', contains a checkbox for 'Select the parking permit you need', a dropdown menu for 'Parking Permit Options*' (currently showing 'Gillette'), a text box for 'Your estimated application fee \$340.00 (starting in December)', a link for 'Fee Schedule', and a text box for 'Add any additional comments or notes'. The second section, 'Add your Vehicle and Insurance information', is further divided into 'Insurance Information' and 'Vehicle Information'. The 'Insurance Information' section includes fields for 'Insurance Provider*', 'Policy #*', 'Insurance Policy Number', and 'Phone Number*', each with a red border and a red 'Required' label. The 'Vehicle Information' section includes a dropdown for 'Vehicles you would like to add:', and fields for 'License Plate*', 'Model*', 'Year*', and 'Color*'. A 'Help' button is located in the bottom right corner.

a. Click the drop down menu to select the specific Parking Lot you are looking for – (3) options – GILLETTE, STIRLING, and MILLINGTON.

This screenshot shows the same 'Long Hill Township | Parking Permit' application form, but with the 'Parking Permit Options*' dropdown menu open. The dropdown menu displays three options: 'Gillette', 'Millington', and 'Stirling'. A black arrow points to the dropdown menu, indicating the action to click it. The rest of the form, including the progress bar and other input fields, remains the same as in the previous screenshot.

- b. Next you will be prompted for vehicle insurance and vehicle information. Click the drop down menu to add up to 3 vehicles.

mp/requests/parkingPermit

Maps Alerts Long Hill Webpage

Add your Vehicle and Insurance information

Insurance Information

Insurance Provider*
Insurance Provider
Required

Policy #*
Insurance Policy Number
Required

Phone Number*
Insurance Provider Phone Number
Required

Vehicle Information

Vehicles you would like to add: 3

License Plate*
License Plate
Required

Model*
Model
Required

Year*
Year
Required

Color*
Color
Required

License Plate 2*
License Plate
Required

Model 2*
Model
Required

Year 2*
Year
Required

Color 2*
Color
Required

License Plate 3*
License Plate
Required

Model 3*
Model
Required

Year 3*
Year
Required

Color 3*
Color
Required

Applicant information

First Name*
Last Name*

5. Scroll down to the bottom and you will the option to “SUBMIT REQUEST”

SDL Portal

sdportal.com/towns/nj/morris/longhilltp/requests/parkingPermit

Township of Long Hill
Morris County, NJ

Search Maps Alerts Long Hill Webpage

12/11/2024

Hello, Megan

Applicant address

Direct Address
123 test st
Unit / Floor / etc.

City*
Long Hill Township

State*
NJ

Zip Code*
12345

Confirm your information and submit your request

Please contact a town official if you have questions regarding your request. Please note, most requests require a town official to verify the information submitted and it may take several days to several weeks for the request to be processed depending on the type of request submitted.

Review your information

To: Long Hill Township
From: Megan Phillips (municipalclerk@longhillnj.us)
Parking Permit Type: GILLETTE


Submit your request


Submit Request


After you submit your request you should:


- Receive a confirmation email with the details of your request
- Verify the information in your email and the online request page
- Be contacted by a town official if more information is required
- You can monitor the progress of all of your requests from your [Account Page](#)

6. You will receive confirmation that your request has been submitted and a tracking number in case you have questions on status.

 Confirm your information and submit your request

 Please contact a town official if you have questions regarding your request. **Please note:** Most requests require a town official to verify the information submitted and it may take several days to several weeks for the request to be processed depending on the type of request submitted.

 Review your information

 Your request was submitted

To: Long Hill Township
From: Megan Phillips (municipalclerk@longhillnj.us)
Parking Permit Type: GILLETTE

Thanks! Your request has been submitted.
Your Parking Permit request has been sent and Request [PR-2733477](#) has been created.

[Print Confirmation](#)


[Create Another Request](#)

After you submit your request you should:

- Receive a confirmation email with the details of your request
- Verify the information in your email and the online request page
- Be contacted by a town official if more information is required
- You can monitor the progress of all of your requests from your [Account Page](#)

7. Once the application is reviewed by the Clerk's office you will receive an email to complete payment. Example of email below.

Mon 11/23/2020 5:53 PM
SDL Portal <no-reply@sdportal.com>
SDL Portal Payment Request - OP-20-0031
municipalclerk@longhillnj.us
If there are problems with how this message is displayed, click here to view it in a web browser.

 Township of Long Hill
Morris County, NJ

Please Complete Your Payment Request

Tracking Number OP-20-0031
Created On 11/23/2020 1:47 PM
Last Updated 11/23/2020 01:48 PM
Payee Email municipalclerk@longhillnj.us
Description Gillette Parking Permit Megan Phillips
Address 123 test st
Town Long Hill Township, NJ (Morris County)
Amount \$340

Pay Online
[Click here to pay online with a Credit Card or eCheck](#)

Pay in Person or by Mail
Township of Long Hill
915 Valley Road
Long Hill Township, NJ 07933
Clerk's Office
Make checks payable to: Township of Long Hill

SDL Portal SDL Portal Request - PR-2733477 / Parking permit

Long Hill Township | Online Payment
OP-20-0031 | Status: Payment Requested

Payment Requested Payment Received Payment Accepted

Created
11/23/2020 1:47 PM

Payment OP-20-0031

Tracking Number	OP-20-0031
Created On	11/23/2020 1:47 PM
Last Updated	11/23/2020 01:49 PM
Payee Email	municipalclerk@longhillnj.us
Description	Gillette Parking Permit Megan Phillips
Address	123 test st
Amount	\$340

Last Updated
11/23/2020 01:49 PM

Location

Map showing the location of the payment area in Long Hill, NJ.

Pay Online with a Credit Card or eCheck

Online payment is processed through a secure third party site. You will be redirected to that site when you start the payment process.

[Proceed to online payment](#)

Pay in Person or by Mail

Township of Long Hill
915 Valley Road
Long Hill Township, NJ 07933
Clerk's Office

Make checks payable to: Township of Long Hill

8. You have the option to complete the payment via credit card and online which will look like the screen below. (Please be advised there is a convenience fee.) If you do not want to pay online please submit payment in the Town Hall drop box or mail 915 Valley Road, Gillette, NJ 07933.

Cart Summary
Please review your cart summary and note the non-refundable service fee that will be added to your transaction.

Payment Item	Reference Number	Amount
Parking Fees Online	Parking Permit Fee	\$340.00
MunicipiPay Service Fee Township of Long Hill, NJ (non-refundable)		\$9.01
Total:		\$349.01

☐ Customer agrees to pay the above total amount according to the card issuer agreement & understands a non-refundable service fee will be charged to allow a payment via credit card. Additionally, Customer has verified that the information above is correct. (required)

[Cancel](#) [Next](#)

Key Enter Card

First Name* Last Name* Email Address*

Street Address*

City* State* Postal Code* Phone Number*

Card Number* Exp. Month* Exp. Year* Card Sec. Code*

9. Once completed the parking permit will be mailed out.

***Please remember parking permits are on a first come - first served basis. Tracking will be based on the application to come in first. Payment must be received by Friday, December 9, 2022 or you lose your spot and will need to contact the Clerk's office for availability.